PROGRAM STATEMENT

KANSAS JUVENILE CORRECTIONAL COMPLEX

RENOVATE EXISTING ADMINISTRATION BUILDING FOR JUVENILE JUSTICE AUTHORITY CENTRAL OFFICE

PREPARED BY
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INTRODUCTION

In the spring of 2005 all of the employees and youth at the Topeka Juvenile Correctional Facility moved in the Kansas Juvenile Correctional Complex and TJCF was closed. Since then, the agency has been responsible for maintaining the existing buildings, including the Administration Building, despite the fact that most buildings are no longer used or used only for storage.

Currently the building is being heated and air-conditioned to maintain the quality of the interior building against deterioration and mold. The table below summarizes FY 2008 actual and projected FY 2009 and FY 2010 utility and maintenance costs.

Maintenance and Utility Expenditures–TJCF Adminstration Building		
Total FY 2008 Expenditures		
Utilities	$	28,416.00
Major Repairs	$	14,838
General Maintenance Salaries	$	3,334.55
Total	$	46,588.55
Total FY 2009 Projected		
Utilities	$	31,257.60
Major Repairs	$	-
General Maintenance Salaries	$	3,722.89
Total	$	34,980.49
Total FY 2010 Projected		
Utilities	$	38,708.00
Major Repairs	$	-
General Maintenance Salaries	$	3,814.00
Total	$	42,522.00

HISTORY

The existing Administration Building was constructed in 1950. It is a cast-in-place concrete building with brick masonry veneer. In 1981 all of asphalt shingles and three-ply flat roofs were replaced except the shingles on the Dining Hall. The Dining Hall shingles were replaced in 1983.

A major kitchen renovation/addition was completed in October of 1993. In 1994 the HVAC was updated and all windows were replaced. Some asbestos was removed during the updates.

PROJECT DESIGN GOAL

If this is to be the permanent home for the Juvenile Justice Authority Central Office then a complete remodel is mandatory. Interior layouts/finishes, mechanical, electrical, plumbing, and voice/data systems need to be modernized to current standards.

HAZARDOUS MATERIALS

Lead paint is common throughout the interior of the building. The construction documents will communicate to the contractor to protect his/her workers during demolition. An asbestos abatement project was completed in May 1994.

SQUARE FOOT ANALYSIS

Total square footage in current lease	15,025
Total square feet of space utilized including common space*	21,035
Total square feet of existing Administration Building	32,698
Total square feet of office space and support space to be utilized	19,594
Total square feet of common space (halls, stairs, elevator)	3,420
Total square feet in basement (to be used as a storm shelter)	3,234
Total square feet to be used by Central Office	26,248

* Based on a internal circulation factor of 40% of leased spaced.

SCHEDULE

Project approved by Legislature	Spring 2009
Funds available for project	July 1, 2009
Advertise project in Kansas Register, shortlist by Advisory Committee	July 1, 2009
Interviews for architect/engineers and selection	August 7, 2009
Negotiations completed	August 21, 2009
Completion of construction documents including reviews	May 1, 2010
Bids open	July 15, 2009
Construction Contracts processed including preconstruction meeting	August 15, 2010
Notice to Proceed sent to contractor	August 15, 2010
Substantial completion (9 month construction time)	May 1, 2011
Punchlist items complete	June 1, 2011
Move-in complete	July 15, 2011

PROJECT BUDGET

Construction	
Replace roof	225,000
New (3) stop elevator	220,000
Renovate Admin wing 2nd flr. 3332 squ. ft. x $85	285,000
Renovate Admin 1st flr. HVAC 3332 squ. ft. x $75	250,000
Raised flooring for Information Technology 3200sq.ft. x $27	87,000
Painting,clean up, acoustical treatment, electrical/lighting in I.T. area	121,000
New Tel-Data center, demolition, renovation, HVAC and electrical	75,000
Raised flooring for Tel-Data center 300 squ .ft. x $27	8,100
Fire suppresion system in Tel-Data Center	30,000
Renovate Program area 2400 squ.ft. x $75	180,000
New men and womens restroom near training room (3) fixtures apiece	130,000
Break Room/Training Room Kitchenette 250 squ. ft x $100	25,000
Tear out and reconstruct 4 restrooms	100,000
Floor covering, video/voice/data; window treatments to Gym for Training Room	55,000
New hot water tank and conversion system in bsmt.	30,000
Selective demolition, new walls and patching in bsmt around new elevator	35,000
Upgrade fire alarm system and adding rated doors in corridors	85,000
Key card access at 5 entrances x $5,000	25,000
Outdoor ADA upgrades to 6 entrances x $10,000	60,000
Concealed asbestos in wall cavities	30,000
SubTotal	2,056,100
Movable Furnishings	0
Construction Budget	2,056,100
A/E fee @ 11%	226,171
Subtotal	2,282,271
Escalation to future year (July 2009) @ 5%	114,114
Subtotal	2,396,385
Contingency @ 10%	239,638
Subtotal	2,636,023
Bid documents - printing and distribution	20,000
Owner Coordinated Items	
Relocate existing security fence including new 400 ft.	165,000
Install new CAT 6 or 7 voice data wiring by DISC	60,000
Relocate perimeter fence lighting	50,000
Moving expenses	82,496
Subtotal	357,496
Subtotal Project Budget	3,013,519
DFM fee	60,892
Grand Total Project Budget	3,074,411

Building Requirements – Efficient space utilization facility design, energy usage and operation are desired. Certain functions will be housed on the second floor of the administration wing. The following features must be incorporated:

- Janitor closets must be located on the first and second floor.
- Restrooms must be located on the first and second floor.

- Water fountains must be installed on the first and second floor.
- An ADA-compliant (3) stop elevator must be installed/incorporated in the building.
- All existing stairways must be brought up to code.

Windows – Windows in the administration wing were replaced in 1994. They are extruded anodized aluminum with insulated glass. New interior blinds/curtains shall be installed.

Building Entranceways – Two sets of double-doors with a vestibule for an airlock exist. Since this is the main entrance, power operated door-opening mechanisms to provide accessibility shall be installed. Ramps and handrails at the other five entrances shall be installed. Power-operated mechanisms shall be installed at the entrances to the training room and Information Technology room.

Storm Shelter – The basement in the administration wing is adequately sized with two exits. The floor above is a reinforced concrete pan system.

Break Room/Training Room Kitchenette – The break room shall be located in the building for staff usage. The break room will be used both as a coffee area and for lunchtime activities. Durable, easily cleaned finishes and flooring must be installed in these areas. The area shall include a stainless-steel sink with one garbage disposal unit, approximately 12 linear feet of counter top, 12 linear feet of base cabinets, and six linear feet of wall cabinets. The break room also should have an installed exhaust fan and electrical hookups for a refrigerator and two microwave ovens.

Training Room Storage – A storage room shall be located adjacent to the Training Room for equipment storage.

Reception Area- The receptionist station shall be adjacent to the waiting area is to be enclosed with a floor to ceiling hard wall construction facing the public area. It is preferred that the back portion of the station be open to the staff area, rather than fully enclosed room. Bulletproof window(s) will be installed around the receptionist station. This window shall be large enough to provide a clear view of the waiting area and entrance lobby. A laminated counter (approximately 16" width) will also be provided with this window, along with a pass-through security tray and a mechanism for the receptionist to communicate with visitors. Additional windows may be needed based on the design proposed.

Visitors Waiting Area – A visitor waiting area, capable of accommodating chairs and end tables for up to six visitors, shall be provided adjacent to the reception area. The waiting area shall be within the JJA office space, but physically separated from the reception area and the staff area.

Interior Space Requirements

- Space type - Finished office space, conference rooms, storage areas, training rooms, reception and common areas, telecommunications room, and support areas (custodial closets, restrooms, etc).

- Paint – All walls, steel door frames, and steel doors shall be painted with two coats of semi-gloss finish over primer as required. Paint material shall be acrylic latex or type appropriate to the material. More durable finishes shall be used in restrooms, break rooms, and public entry. All wood doors shall be stained and two coats of a clear polyurethane. The tel-data/computer room requires white semi-gloss paint.

- Carpet – Carpet designed for heavy wear (density of not less than 26-ounce weight) shall be used. JJA will be making the color selections and approves the carpet to ensure durability and compatible colors. Carpet adhesive shall be solvent free.

- Resilient Flooring – Entrances, lobby, break rooms and break room kitchen should have a resilient tile or ceramic tile flooring. Resilient flooring to be 12-inch by 12-inch composition tile or equivalent.

- Sound insulation – Care should be taken to consider sound deadening materials and design. Sound insulation or sound batting must be installed in all enclosed, hard-walled rooms. This is required for the interior sidewalls and in the ceiling above such rooms. This insulation requirement is not required for the tel-data/computer room ceiling and storage areas. Control of noise in the HVAC system and adequate insulation of the ductwork is required.

Restrooms and Accessories – Restrooms shall have the following accessories as selected by JJA: mirrors, soap dispensers, trash containers, tissue dispensers, and paper towel dispensers, or hand dryers. Sanitary napkin disposal units shall be provided in the women's restrooms. Diaper changing stations are to be installed in at least one male and one female restroom on each floor. Toilet partitions (plastic) shall be provided for restrooms with more than one water closet and/or urinal. Each restroom is to be equipped with an exhaust fan and wall switch to operate this fan. All restrooms shall comply with ADAAG design requirements. Restrooms shall have vinyl composition tile or ceramic till flooring. All walls to be trimmed with 4-inch rubber cove base molding.

Doors – All doors shall have a minimum width of 36" as selected by JJA. Doors must be equipped with handicap-accessible hardware and have a doorstop. All security access doors are required to have a door closer. Magnetic hold openers wired to the fire alarm system will hold doors that separate corridors open.

Information Technology and Tel-Data/Computer Room Floor – Flooring system shall be raised flooring system with a carpet or resilient floor finish.

Plumbing Systems

- Hot and cold water distribution – Hot and cold water is to be provided at all restrooms sinks, custodial closets, break room, and training room kitchenette.

- Floor drains provided in each restroom, even if not required by building code.

- Each custodial closet shall have one floor mounted mop sink with a back splash for filling of buckets and disposal of wastewater for each custodial closet.

- Water fountains/coolers shall be provided adjacent to each set of restrooms and comply with ADA design requirements and be fully accessible to disabled individuals.

- Stainless steel sink, equipped with garbage disposal installed in break room and training room kitchenette.

- An existing fire hydrant is approximately 30 feet away.

Mechanical and HVAC Systems

- General office and common spaces shall be heated in the winter to maintain the space environment at 68-74 degrees F. with a relative humidity of 20-30% and cooled in the summer at 74-78 degrees F. with a relative humidity of 40-60%. As a guide, an adequately sized air distribution system shall provide 4-10 air changes per hour.

- Telecommunication, computer, UPS and server room(s) require air conditioning systems designed to ensure proper environmental requirements are met. These shall be sized to cool the agency's computer systems per manufacturer recommendation.

- HVAC design consideration shall include reasonable consideration of sound transmission, especially in training and conference rooms. Noise criterion level shall be NC30-45 as defined by ASHREA Handbook of Fundamentals 2001. Return air sound transmission should be considered to ensure privacy.

- All toilets, custodial, and break rooms shall have mechanical exhaust systems in accordance with International Mechanical Code and/or existing state codes.

Electrical Systems

- The overall electrical design must take into account office density and computer usage, telecommunication needs, special-use rooms, and other types of power demands.

- Provide code-compliant service with adequate amperage to satisfy building and space needs. House circuits must be within 5% power range of 120 volts AC. The building's power factor shall be maintained at or above .85.

- The dedicated circuits for computer, copiers and specified office equipment are to have a separate ground and dedicated neutral. All electrical panels will be properly labeled according to destination.

- Tel-data room will require six 208V connections for Uninterruptible Power Supply (UPS). Panel board for tel-data should be located in tel-data room.

Lighting Systems

- The total interior/exterior lighting system shall meet the requirements of ASHREA 90.1, latest edition.

- An average of 60-foot candles at desktop areas. Tel-data room brightness to average 90-100 foot candles. Circulation areas shall have minimum of 10-20 foot candles.

- Exterior building illumination, lighting for safety and security, parking lots and driveways shall be illuminated as jointly determined.

- Energy saving devices such as lighting occupancy sensors shall be incorporated.

Telephone and Data Systems (Tel-Data)

- The number of cable drops in the tel-data distribution system shall correspond with the total number of workstations, with expansion capability and layout flexibility to allow for agency growth and/or reconfiguration of workspace areas. Each workstation shall be provided with the appropriate number jacks, electrical outlets, and room fans per the agency's requirements.

- The tel-data room will require a fax line connection.

- The tel-data wiring design shall conform at minimum to the standards described in the State Publication entitled, "Wiring Infrastructure Standards for New and Remodeled Offices, Version 2.3", May 20, 2003. These guidelines are based on EIA/TIA 568 Commercial Building Telecommunications Wiring Standard, and on the BICSI Telecommunications Distribution Methods Manual.

Security Requirements

- Perimeter doors and selected interior doors shall be equipped with a key card system for restricted access. Exterior entrance doors shall have a key override. Consideration should be given to access to local fire department and emergency personnel. The tel-data room, file/storage room(s) and conference/training rooms shall have a locking door. A minimum of 10 keys are to be provided for these rooms. All enclosed offices are to have locking doors with three keys to be provided for each office. All keyed doors shall be keyed to a master/grandmaster system approved by JJA.

- Intrusion detection and alarm devices shall be required for the space.

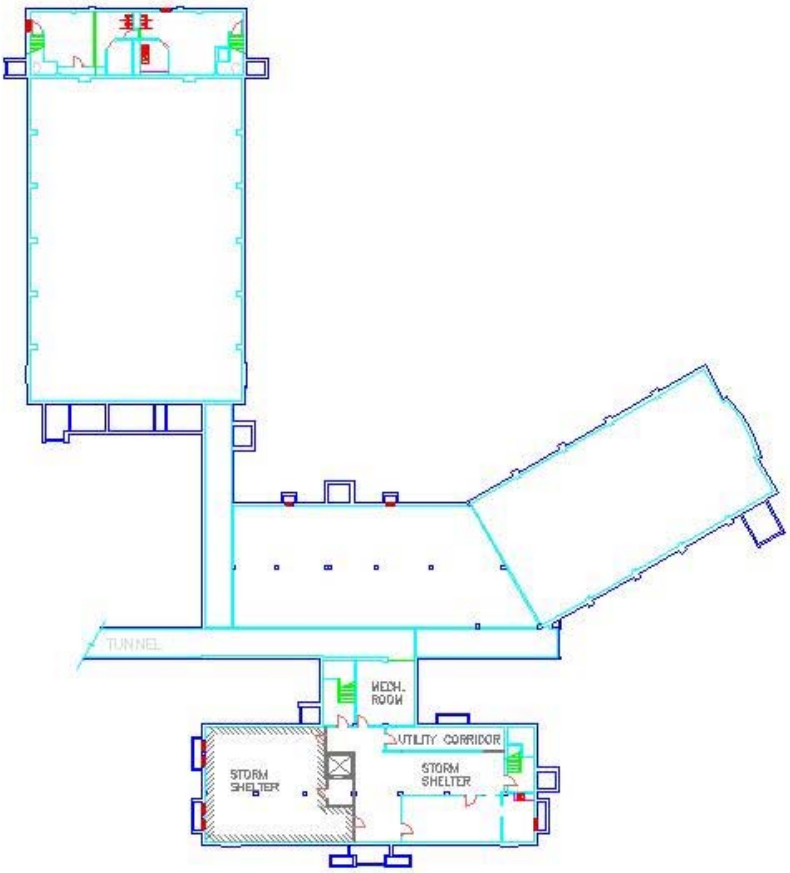
- Photo sensors, time clocks, motion detection shall automatically control building exterior and site lighting.

- The reception area must isolate receptionist from the waiting room by wall and bulletproof glass.

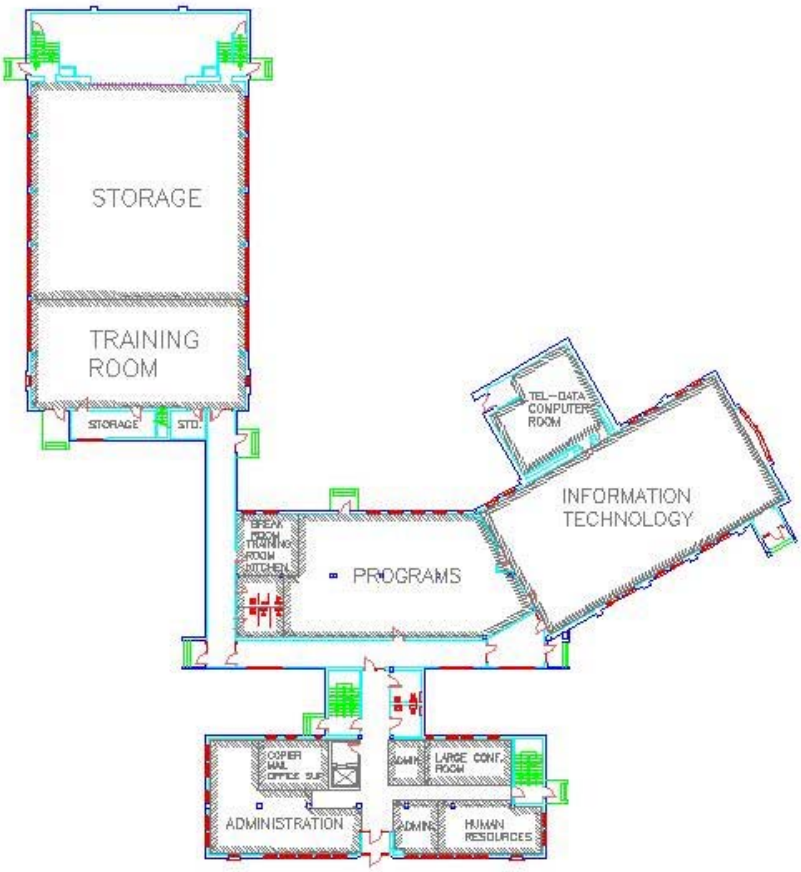
Space Requirements

LINE #	Office Space	TOTAL NET USABLE SQ FT
1	Administration	1,359
2	Fiscal/Operations	1,116
3	Programs	2,087
4	Human Resources	512
5	General Counsel	621
6	Information Technology	3,444
7	Audits	403
	Subtotal	9,542

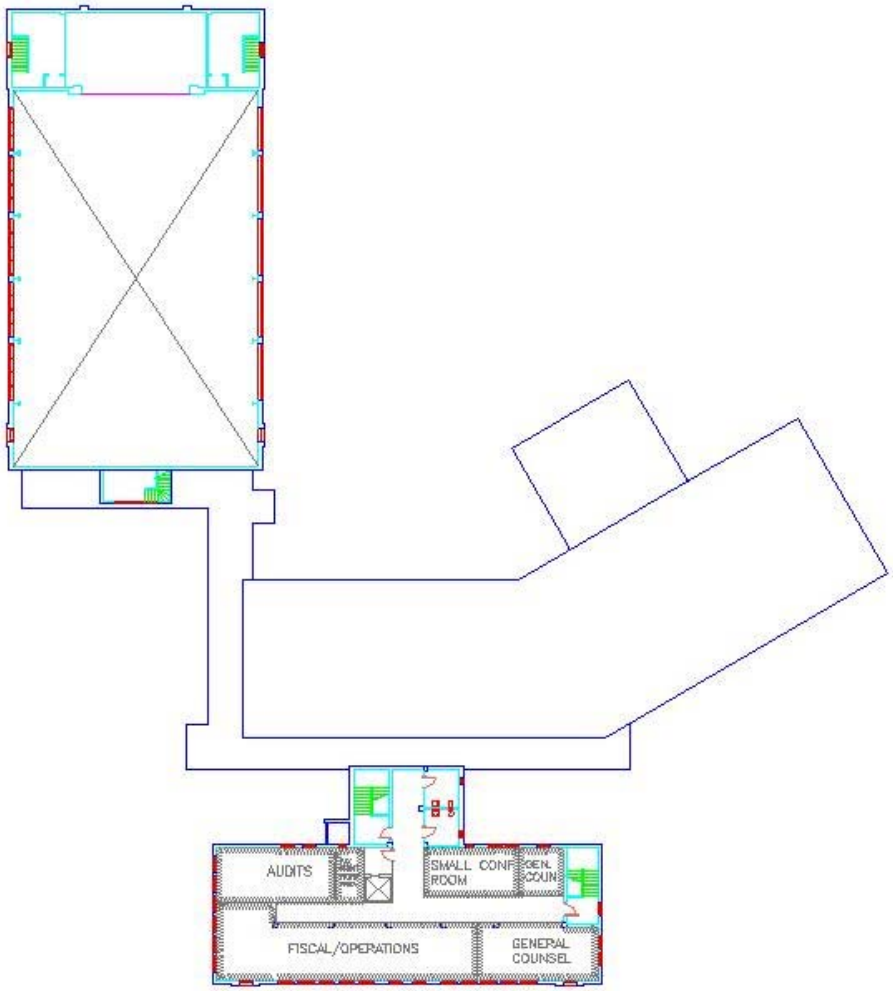
LINE #	Support Areas	TOTAL NET USABLE SQ FT
1	Conference Room – Large	390
2	Conference Room – Small	312
3	Training Room	1984
4	Training Room Storage	360
5	Training Room Kitchenette/Breakroom	290
6	Tel-Data/Computer Room	1,094
7	Files Storage Room	1,000
8	Storage Room	2,844
9	Printer, Fax, Misc.	192
10	Copier/Office Supplies/Mail Room	280
11	Custodial and Storage	600
12	Restrooms (6)	600
13	Waiting Area	106
	Subtotal	10,052



BUILDING NAME:	ADMINISTRATION BUILDING – BASEMENT
BUILDING I.D. NO.:	31900-00001
YEAR BUILT:	1950
DRAWING DATE:	JANUARY 01, 1998
CAD PROGRAM & VERSION:	AUTOCAD, R12, TJCF\01\B1.DWG
GROSS FL. AREA BY FLOOR:	1st FLOOR 21,450 S.F.
	2nd FLOOR 5,706 S.F.
	BASEMENT 5,542 S.F.
	TOTAL 32,698 S.F.
FACILITY NAME:	KANSAS JUVENILE CORRECTIONAL COMPLEX
	SHEET 3 OF 3
	RECORD DRAWINGS



BUILDING NAME: ADMINISTRATION BUILDING - FIRST FLOOR
BUILDING I.D. NO.: 31900-00001
YEAR BUILT: 1950
DRAWING DATE: JANUARY 01, 1998
CAD PROGRAM & VERSION: AUTOCAD, R12, TJCF\01\A1.DWG
GROSS FL. AREA BY FLOOR: 1st FLOOR 21,450 S.F.
2nd FLOOR 5,706 S.F.
BASEMENT 5,542 S.F.
TOTAL 32,698 S.F.
FACILITY NAME: KANSAS JUVENILE CORRECTIONAL COMPLEX
SHEET 1 OF 3
RECORD DRAWINGS



BUILDING NAME:	ADMINISTRATION BUILDING – SECOND FLOOR
BUILDING I.D. NO.:	31900–00001
YEAR BUILT:	1950
DRAWING DATE:	JANUARY 01, 1998
CAD PROGRAM & VERSION:	AUTOCAD, R12, TJCF\01\A2.DWG
GROSS FL. AREA BY FLOOR:	1st FLOOR 21,450 S.F.
	2nd FLOOR 5,706 S.F.
	BASEMENT 5,542 S.F.
	TOTAL 32,698 S.F.
FACILITY NAME:	KANSAS JUVENILE CORRECTIONAL COMPLEX
	SHEET 2 OF 3
	RECORD DRAWINGS